

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3330.48

11/27/85

SUBJ: REEMPLOYMENT RIGHTS FOR THE OFFICE OF AVIATION SAFETY TECHNICAL EXPERTS

1. PURPOSE. This order establishes a program to rotate technical experts who accept assignments to the Safety Programs Division, Office of Aviation Safety, from the four major functional areas—airports, air traffic, airway facilities, and aviation standards—from the field to Washington headquarters, to transfer them within Washington headquarters, and to return them to the parent organization. After experience with the concept, a review will be conducted to determine if the program should become a permanent part of Order 3330.6B, Reemployment, Restoration, and Return Rights.
2. DISTRIBUTION. This order is distributed to the branch level in Washington, regions, and centers, with limited distribution to all field offices and facilities.
3. BACKGROUND. The reorganization of the Office of Aviation Safety (ASF) to report directly to the Administrator has significantly changed the scope of the functional responsibilities of the office. This has resulted in a requirement for specialists with operational field experience and technical expertise in the review and evaluation of the national airspace system. The functions of the office require that a rotational program be established to keep critical technical positions filled.
4. FORMS. The forms used in support of this program are FAA Form 3330-60, Employment Agreement for the Office of Aviation Safety Technical Experts, and FAA Form 3330-61, Extension Agreement for the Office of Aviation Safety Technical Experts. These forms may be reproduced locally.
5. AUTHORITY TO CHANGE THIS ORDER. The Director of Personnel and Technical Training is authorized to issue changes to this order which do not affect policy, delegate authority, or assign responsibility.
6. SCOPE.
 - a. This order establishes a rotational program for technical experts in the four major safety functional areas—airports, air traffic, airway facilities, and aviation standards. The program shall be known as the Aviation Safety Technical Experts Program.
 - b. Employees may be selected for the program from the field or within Washington headquarters.
 - c. Positions in the Aviation Safety Technical Experts Program shall be at the GS-14 and GM-15 levels in the Safety Programs Division of the Office of Aviation Safety. Upon selection or while within the program, employees may receive

term promotions to these grade levels which shall remain in effect only while the employees are participants in the program.

7. RELATIONSHIP WITH OTHER PROGRAMS.

a. The air traffic and airway facilities positions covered by this program do not confer eligibility for benefits under the Air Traffic Control Revitalization Act.

b. If an Academy instructor or an employee assigned to an overseas region with return rights accepts an assignment in Washington headquarters under this program, the parent organization is the same as it was while employed at the Academy or overseas. If the employee has no return rights, the parent organization is the Aeronautical Center or the overseas region.

c. When an employee wishes to exercise return rights under Order 3330.6B, chapter 5, and accepts an assignment under this program, ASF will send a Personnel Management Information System message to the parent organization to advise it of the employee's new return date, effective upon completion of the tour in ASF.

d. Employees who are eligible for return rights under Order 3330.6B, chapter 5, and who wish to forfeit those return rights to enter this program have return rights to the offices or services from which they were selected.

8. TOUR OF DUTY. The initial tour of duty to the Office of Aviation Safety is 2 years. Upon completion of the tour of duty in the program, this order provides administrative return rights for the technical expert to the parent organization or, if from Washington headquarters, to the office or service from which selected.

9. EMPLOYEE ELIGIBILITY.

a. The employee, the Office of Aviation Safety, and the parent organization may mutually agree to an extension of the tour for 1 additional year.

b. An employee who completes the initial tour or an extension is eligible for return at the grade held immediately prior to assignment in the Aviation Safety Technical Experts Program. However, an employee who accepted a downgrade to enter this program must recompute or return at their present grade.

c. A temporary promotion does not entitle the employee to return at the highest grade to which temporarily promoted.

d. After completing the entire period of assignment, an employee must be returned to his or her parent organization. This does not preclude the acceptance of an assignment in another agency or some other permanent position.

e. An employee who accepts another assignment or position forfeits his or her return rights under this program. If the assignment is to another position in Washington headquarters, the employee is not eligible for coverage under Order 3330.6B, chapter 5, as the employee did not accept an original assignment under that program.

10. EMPLOYMENT AGREEMENT.

a. Prior to appointment under this program and to obtain return rights, an employee is required to sign an employment agreement. (FAA Form 3330-60)

b. Any agreement for initial employment is executed to correspond with a 2-year tour of duty. Any subsequent agreement is executed for a 1-year extension using FAA Form 3330-61.

11. SCHEDULING EMPLOYEES FOR RETURN. Eligible employees shall be returned to their parent organizations with the dates scheduled to provide overlaps with replacement specialists. When flexibility permits, careful consideration should be given not only to the needs of the Office of Aviation Safety but also to the needs of the parent organizations and the personal desires of the employees.

a. For planning purposes, employees may be queried of their intent several months in advance.


b. A formal application must be submitted not less than 90 days or more than 120 days before the completion of the tour. The formal request must be accompanied by a current Standard Form (SF) 171, Personal Qualifications Statement.

c. The parent organization must respond to an official request for restoration within 30 days after receipt.

12. IDENTIFYING THE PARENT ORGANIZATION. The parent organization is the FAA appointing authority from which the employee was selected. Exceptions to this rule are the same as those stated in Order 3330.6B, paragraph 54b.

13. RESTORATION REQUIREMENT. The parent organization will make every effort to place the employee in a suitable permanent position. If a permanent position is not available, the provisions of Order 3330.6B, paragraph 55, apply.

14. TRAVEL AND TRANSPORTATION EXPENSES. The movement of employees under the provisions of this order is for the benefit of the Government, and travel and transportation expenses shall be paid to the extent allowed by law and regulations. For purposes of this program, all relocations are permanent change-of-station moves.


Donald D. Engen
Administrator



U.S. Department
of Transportation

Federal Aviation
Administration

**Extension Employment Agreement
for the
Office of Aviation Safety Technical Experts**

Complete in original and three copies: Original to official personnel folder; first copy to be forwarded to the employee; second copy to parent organization; third copy to the Office of Aviation Safety.

Name of Employee (Last, First, Middle) Type or print

Name of FAA Representative* (Type or print)

*Normally signed by personnel office unless further delegation is authorized

The employee named above and the Federal Aviation Administration agree as follows:

1. The employee's reemployment rights shall be governed by Order 3330.48, Reemployment Rights for the Office of Aviation Safety Technical Experts.
2. The employee, the Office of Aviation Safety, and parent organization agree to an extension of the original 2 year tour for an additional 1 year.

Signature of Employee

Date

Signature of Office of Aviation Safety Representative

Date

Signature of FAA Parent Organization Representative

Remarks



**Employment Agreement
for the
Office of Aviation Safety Technical Experts**

Complete in original and three copies: Original to official personnel folder; first copy to be forwarded to the employee; second copy to parent organization; third copy to the Office of Aviation Safety.

Name of Employee (Last, First, Middle) Type or print

Name of FAA Representative* (Type or print)

*Normally signed by personnel office unless further delegation is authorized

The employee named above and the Federal Aviation Administration agree as follows:

1. The employee's reemployment rights shall be governed by Order 3330.48. Reemployment Rights for the Office of Aviation Safety Technical Experts.
2. If the employee remains in the Office of Aviation Safety for a period of 2 years, he or she is entitled to reemployment rights.
3. The employee must return to his or her original organization upon completion of the entire period of assignment.

The employee will be entitled to return at the grade held immediately prior to selection for the position under this agreement.

5. Reemployment shall be granted by _____
(Employee's Parent Organization)

Signature of Employee

Date

Signature of Parent Organization

Date

Remarks

